



# A09: ADMINISTRATION CLERK

(Suncoast casino - Durban)

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

### Our successful Administration Clerks...

- Accurately and timeously **audit and reconcile** all casino paperwork for Cash Desk, Slots, Tables and Count strictly according to company policies and procedures and gaming regulations
- Accurately perform tasks on the casino gaming system applications as per procedures and required standards.
- Identify **problems** and promptly take the necessary corrective action
- Work as part of a team or individually to deliver **high quality** standards consistently and accurately, which includes periods over weekends and public holidays.
- Are responsible for **the recording of the company revenue.**
- Demonstrate high standards of communication and computer literacy skills.

If you have these **qualifications**, join our team: Matric (NQF 4), an Accounting related degree/ diploma, advanced Excel skills, Verbal and Written English skills (NQF 4), Numeracy skills (NQF 4), and at least one year experience in a similar role.

**CLOSING DATE: 24<sup>th</sup> February 2026**

### To apply, your written application must include:

- CV (maximum 4 pages), and include ID copy, Matric & Tertiary qualifications
- Internal application form signed by HOD required for staff
- Contactable references (with telephone numbers)
- Cover letter with three reasons why you're our top candidate for the job!

For info or to apply: **click on the below link or scan the QR code:**  
<https://app.smartsheet.com/b/form/019961f8ab4576d2bf61a2e4584a06d7>



**TSOGO SUN**  
**CASINOS . HOTELS**

**ENTERTAIN. IT'S WHAT WE DO.**

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME. WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE. NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008.

*Only successful candidates will be contacted*